

# MacList<sup>TM</sup>

Version 1.5

for Apple Macintosh Computers

Copyright © JAM Software Pty Limited  
27A Nowranie Street Summer Hill 2130

Tel: (02) 799 1888, Fax: (02) 7994042

International + 612 7991888

AppleLink: AUST0134

MCI: JAMAUS

Original MacList programmed by Erik Ulevik  
MacList 1.5 programmed by Simon Evans

Documentation by  
M.A.Zahra-Newman, Anne Mossop & Erik Ulevik  
Update to 1.5 by Simon Evans

Page layout by Artie Kaya

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27A Nowranie Street, Summer Hill 2130  
AUSTRALIA

# Introduction

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## About MacList

MacList is a simple, efficient way of storing information in list form. It is a powerful database in a clear, easy to use format. Lists can be searched to find particular items and sorted to present information clearly.

Because MacList is a desk accessory, it can be used in conjunction with a wide number of applications. Information can be transferred to and from other applications to make data storage more efficient.

## What you need

1. **Any Apple™ Macintosh computer with at least 512K of memory, running System 4.2 or later.**
2. **A familiarity with the basic operations of the Macintosh.** You must be familiar with the terms and operations associated with the Macintosh such as click, drag, scroll, menu bar etc. Otherwise read your Macintosh owner's guide before continuing. Even if you are familiar with the Macintosh, it is important to read the sections on Desk Accessories in the owner's guide. They will give you a better idea of how desk accessories work and how to combine them successfully with different applications.
3. **A copy of MacList installed on whichever system disk you use to start up your Macintosh.**  
It is already installed on the disk supplied with this package. To install it on system disks that you use regularly, refer to *Installing MacList* on page 2.

## How to use this manual

**Installing MacList** is a comprehensive guide to installing MacList desk accessory on your favourite system disks.

**Easy Introduction to MacList** helps you get started; shows you a sample list; shows you how to add and delete information; and how to reorganise a list to highlight important information.

**Using MacList** gives you step by step instructions on how to create new lists and edit them using all the features of MacList. It also gives instructions for importing, exporting, printing and saving.

**MacList Reference** provides a guide to the MacList window, a list of keyboard shortcuts and a summary of the MacList menu.

# Installing MacList

## Starting up

- Switch on your machine and insert the *MacList disk* supplied with this package.

Make your own backup copy of the disk and store the original in a safe place. Use this copy to install MacList on other disks or to open MacList and follow the *Easy Introduction to MacList* in this manual.

## Installing MacList

MacList is already installed on the disk with this package, but to use it with different applications you will need to install it on the system disks you use regularly.

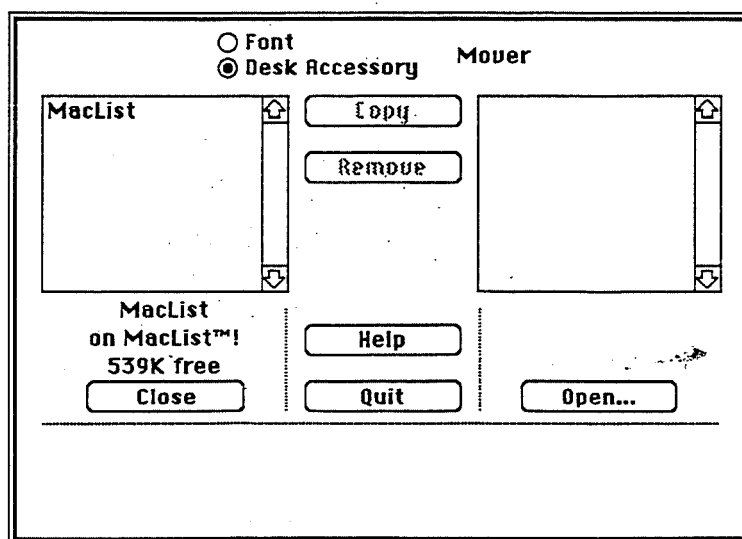
- Put the *JAM Installation Disk* into the internal disk drive.

Put the disk onto which you want to install MacList into the external drive, if you have one. This disk must contain a System file. If you are installing onto a hard disk, you can leave the external drive empty.

- Click on the MacList icon to select it, then choose Open from the File menu, or simply double-click on the MacList icon.

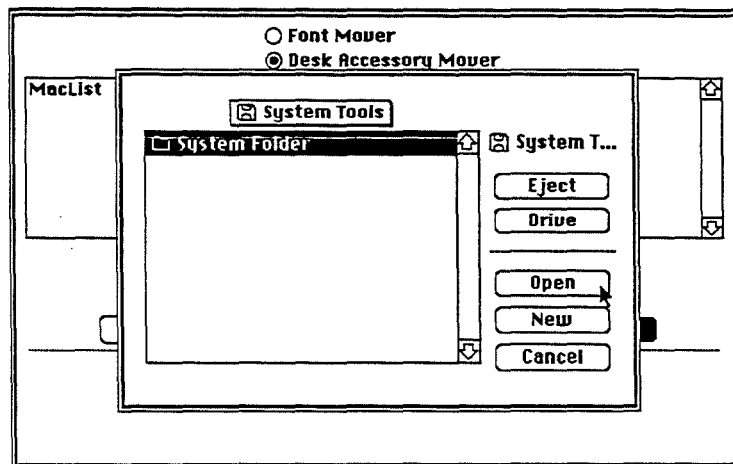
MacList will open to the Font/DA Mover. The Font/DA Mover will display MacList in the left box.

- Click on the Open button as displayed on the right below, and the Open dialog will appear on the screen.



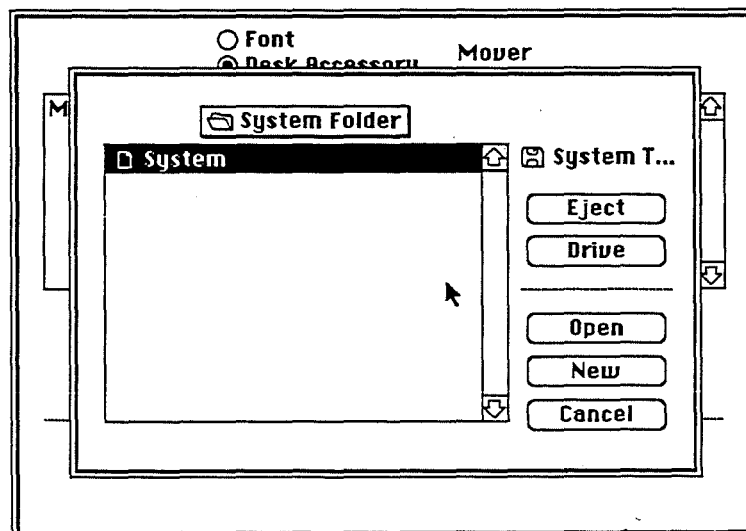
- **Select the System in which to install MacList.**

You may have to locate it on another disk by clicking on the Drive



button. The name of the disk is displayed at the top of the right hand side buttons.

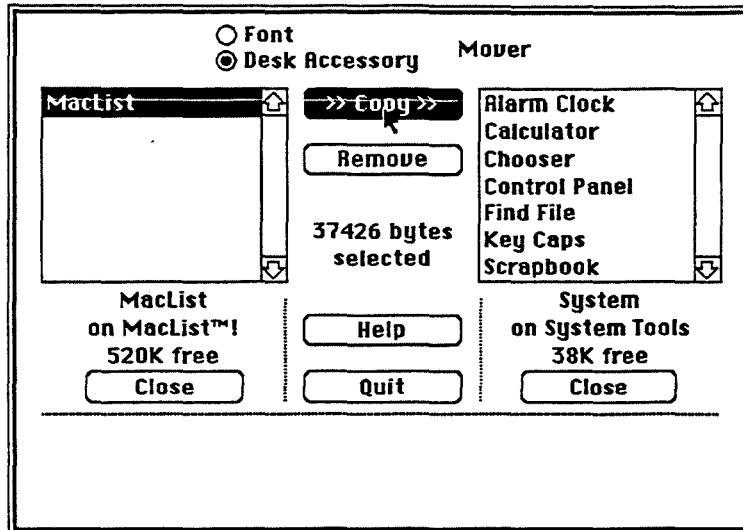
- **When your disk is shown in the window, select the System folder and click the Open button to find the System file.**
- **Select the System file and click on Open again.**



The Open dialog will now disappear and the Desk Accessories in the System file will be displayed in the right hand list of the Font/DA Mover dialog.

- **Copy MacList into the System file.**

Click MacList, and it will be highlighted. Then click the Copy button. MacList will be copied to the System in the other window. If you have only one drive, you may be prompted to insert various disks.



To install MacList onto another disk:

- Click on Close, under the right window of the Font/DA Mover, and it will change to Open.
- Click on Open and the directory dialog will appear again.
- Click the Eject button and remove the disk from the drive.
- Insert the next disk on which you want to install MacList. Select and open the System on this disk, following the same procedure as above, then copy MacList onto it.
- Click on Quit to exit from the Font/DA Mover utility

You have now completed installing MacList

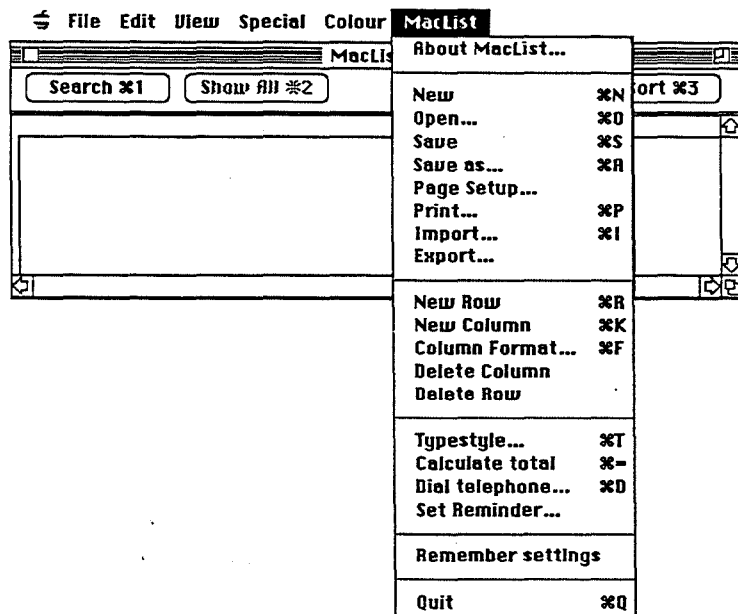
From now on, when you start your Macintosh from this system disk, MacList will be displayed whenever you pull down the Apple menu. You will be able to select it from within the Finder or from within any program without having to quit.

This section is a quick tour of the main features of MacList.

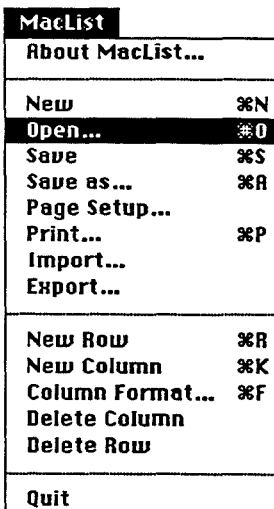
## Starting up

- Start up your Macintosh with the JAM *MacList* disk.
- When the desktop appears, pull down the Apple menu and choose MacList.

The MacList window will appear and the MacList menu will be added to the right end of the menu bar.



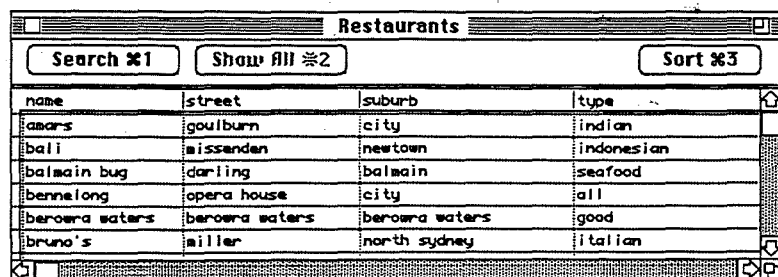
## Opening a List



- Click on the MacList menu, pull it down and choose Open.

The open dialog will appear showing you the contents of the JAM installation disk. Select and open the folder 'Sample Lists' and then the list 'Restaurants'.

The list 'Restaurants' will appear.



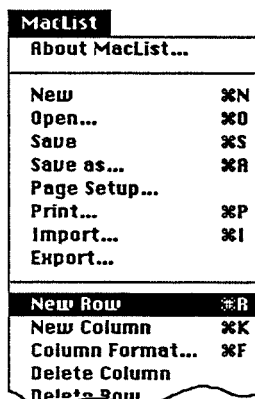
'Restaurants' has four columns or categories: street, name, suburb and type. It provides information about a number of restaurants; their name, the street they are in, the suburb, and the type of food they serve. Scroll around the window to have a look at the full extent of the list. You will see that the restaurants are listed in alphabetical order by suburb.

You are going to change the list in a number of ways. You will add a new row to the list, delete a row, sort the list and search the list for a restaurant that fits your particular requirements.

## Some definitions

The MacList window is made up of vertical **columns** or categories and horizontal **rows**. Each row is made up of individual **cells**, one cell per column, that contain the **entries** that are typed into the list. The entries can take the form of text or numbers.

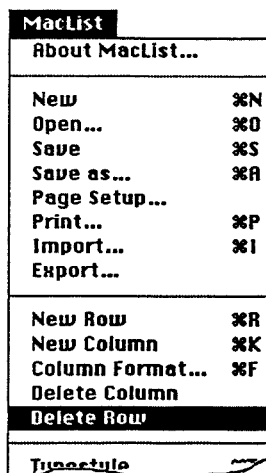
## Adding a new row



- **Choose New Row from the MacList Menu.**

A new row will appear at the beginning of the list with a flashing insertion point in the first cell. Type in the name of a restaurant in the first column, for example 'The Marion'. Click on the next column or press the tab key or right arrow key to move to the right and type in the name of the street the restaurant is in; 'Marion Street'. Click on the suburb column and type in 'Leichhardt'. Click on the type column and type in 'Italian'.

## Deleting a Row



- **Scroll to the entry: 'Manly Pier restaurant'.**

- **Click on any part of the row to select it.**

- **Choose Delete Row from the MacList menu.**

As you release the Delete Row command you will get an alert asking if you are sure you want to delete the row. If so, the entire row of entries will disappear.

Similarly, whole columns can be added to or removed from your list using New Column and Delete Column from the MacList menu. This is dealt with in more detail in *the section titled, Using MacList, which follows.*

## Searching a list

You are going to the city, and have a craving for Chinese food. You want to search through the restaurant list to see if there is a restaurant in the right place that serves the right kind of food.

- Click on the search button at the top left of the window. The search dialog will appear.

- Check off the 'Match in any column' checkbox by clicking on it. It shows the column names and a single row of cells.

Scroll along to display the 'suburb' and 'type' columns.

- Click on 'suburb' and type in city. Click on 'type' and type in 'chinese'.

name	street	suburb	city	type
		city		chinese

- Click on the Search button

MacList window will show only the entry that matches your search: the Lantern Restaurant in Kent Street in the city.

name	street	suburb	city	type
Lantern	Kent		city	chinese

To return to the complete list click on the Search button again and in the Search dialog click on Show All. The entire list will reappear.

## Sorting a list

You decide that the list would be easier to read if the names of the restaurants were arranged in alphabetical order.

- Click on the Sort button at the top right of the MacList window. The Sort dialog will appear.
- Click on the top popup menu and type in the column title 'name'.

- Click the button at the side to make sure that the list is sorted from a-z.
- Click on the Sort button and the list will reappear with the names of the restaurants in alphabetical order.

Restaurants			
Search %1		Show All %2	Sort %3
name	street	suburb	type
amars	goulburn	city	indian
bali	missenden	newtown	indonesian
balmain bug	darling	balmain	seafood
bennelong	opera house	city	all
berowra waters	berowra waters	berowra waters	good
bruno's	millar	north sydney	italian
choys	hay	haymarket	chinese
cooperage	new canterbury	dulwich hill	seafood
dimitris	cleveland	surry hills	bar
doyles	marine	watson's bay	seafood
Duck 'n' Swan	Rose St.	Chippendale	Cosmopolitan
flanagans	pitt	city	seafood
glebe terrace	glebe pt	glebe	good
harbour watch	pier one	city	seafood

## Closing a list

- To close the list, choose Quit from the MacList menu. MacList will ask you if you want to save the changes you have made.
- Click on No and the list will remain exactly as it was in the beginning.

You have now been introduced to the basic functions of MacList. You know how to open a list, how to add and delete rows, search and sort the list and close it. To learn about MacList in more detail, follow the step by step instructions in the *Using MacList* section.

# Using MacList

## Creating a new list

- **Choose MacList from the Apple menu.**

A new MacList window will appear in the top left corner of the screen and the MacList Menu will be added to the right end of the menu bar.

To create your own list, you need to make a number of columns and rows. When you are making the columns and rows in your list, it is worth thinking ahead. Because MacList searches and sorts from the first part of a cell entry, any information that you might want to search for or sort separately should be in a separate column. For example, in a list of addresses, you should put the suburb in a separate column so that you can search and sort by it.

## Making new columns

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘A
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Remember settings	
Quit	⌘Q

The New Column command from the MacList menu creates and selects a new column in the list.

- **Choose New Column from the MacList Menu.**

A flashing insertion point appears in the top left hand corner of what will become your list title bar.

- **Type the name of your first category.**

You have just created your first column.

- **Choose New Column again to create a second column and type its name.**

Repeat this sequence until you have as many columns as you want. If the flashing insertion point is anywhere in a column, either in its title or in any of its cells, then the new column will appear to the right of the column. To create a column before the very first column, make sure that there is no selection by clicking outside the list area, either to the far right of the title bar or below the last row, or pressing the enter key. Choose New Column and the new column will appear at the beginning of the list.

## Moving columns

Cut, Copy and Paste from the Edit menu can be used to move the order of your columns at any time.

To move an entire column to a different position, follow these steps:

- Select the column by clicking on the column title.
- Choose Copy from the Edit menu to copy the column.
- Choose Cut from the Edit menu to remove it from its current position.
- Decide where you want the column's new position to be.
- Create a new column or click in the title of an empty column and then choose Paste from the Edit menu.

The column of information will appear in its new location.

## Making new rows

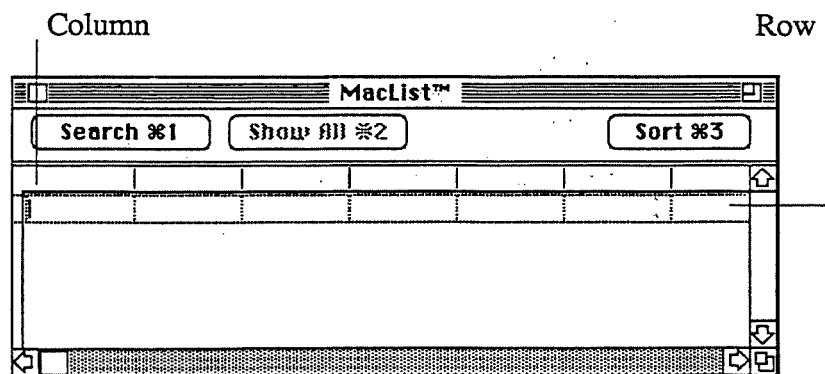


The New Row command from the MacList menu creates and selects a new row in the list.

- Choose New Row from the Mac List menu.

The first row of entry cells or boxes appears, with the insertion point in the first cell at the left. Enter the first item of your list. To fill in the rest of the row, click on each column and you will be able to enter and edit text as you wish.

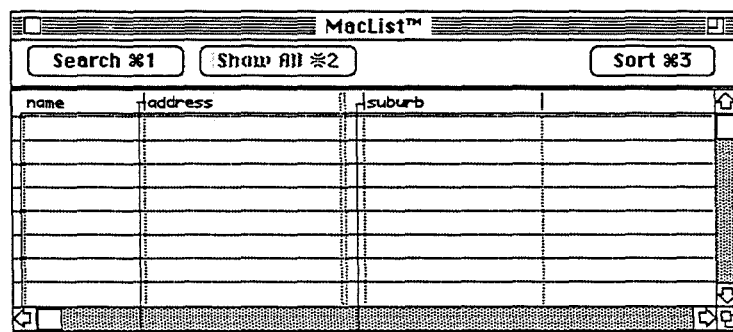
When you create a new row with the New Row command, it is placed above the previously selected row. If there was no selection, the new row is inserted at the start of the list.



## Changing the width of columns

To change the width of the columns to fit a very long or short column name or entry, move your pointer to the column divider. It will change from the pointer to a double arrow. Press on the boundary and double guide lines will appear. Holding the mouse button down, drag these lines as far to the left or right as you need.

Although MacList columns can be as wide as you like, MacList will not let you make a column that is less than three characters wide, because such a column would be invisible.



Column dividers

## Moving around

There are several ways of moving around the MacList window. As well as moving the pointer and selecting with the mouse, you can move around and select rows and columns from the keyboard.

The arrow keys move the selection a single cell in the direction indicated. If they are used to move into the column titles, the entire column is selected.

As well as the arrow keys, other keys allow you to move around the list.

	<i>tab</i>	moves the selection right
<i>shift</i>	<i>tab</i>	moves the selection left
	<i>return</i>	moves the selection down
<i>shift</i>	<i>return</i>	moves the selection up

**Enter** completes your editing by removing any selection. The home, end, page up and page down keys on the Apple Extended Keyboard scroll the list without moving the selection.

## Editing a list

Editing functions on the Macintosh operate on selections of information. Anything that you want to edit must first be selected. The main ways of doing this in MacList are by using the mouse, by itself and in conjunction with the shift and option keys.

## Editing a single cell

- Click on the cell that you want to edit.

The blinking insertion vertical point appears in the cell where you clicked. You can select a range of text within a cell by clicking at the beginning of the text you want to select, and dragging to the end of the text you want to select.

You can now edit the contents in the cell by typing in more information or deleting characters by backspacing.

To move, delete and copy the contents of individual cells, use Cut, Copy and Paste from the Edit menu.

## Copy and Paste

Edit		
Undo		⌘Z
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		
Select All		⌘A
Show Clipboard		

- Click on the cell you want to copy.
- Select the information in the cell.
- Choose Copy from the Edit menu.  
The whole contents of the cell will be copied.
- Click on the cell you want to copy the information into.
- Choose Paste from the Edit menu.  
The copied information will be pasted into that cell.

**Note for users of earlier versions of MacList:** (This differs in two ways from the way the earlier *versions* of MacList worked). Firstly, clicking on any cell used to select the whole cell. Now it is necessary to actually select all the text in the cell if you wish to copy the entire cell. Secondly, pasting used to always *replace all* of the text in a cell. Now, pasting works in the manner you are used to in other Macintosh applications and Desk Accessories—it inserts the text which is on the Clipboard at the insertion point, or replaces the selected text with the text which is on the Clipboard. To replace the contents of the entire cell, select all the text in the target cell before Pasting.

## Cut

- Click on the cell and select the text that you want to delete or move.

- Choose Cut from the Edit menu.

The selected text will be removed.

**Note for users of earlier versions of MacList:** (This differs from the way the earlier *versions* of MacList worked). Cut used to delete the entire contents of the cell, regardless of what was selected. Now, Cutting works in the same manner as you are used to in other Macintosh applications and Desk Accessories— it remove the text which is selected. To remove the contents of the entire cell, select all the text in the cell before Cutting.

## Editing a row or column.

Whole rows and columns can be selected and then deleted or moved using Cut, Copy and Paste.

To select a whole row:

- Click to the far right of the list outside the last column opposite the row you want to select.

or

- Click in the small gutter to the left of the first column opposite the row you want to select.

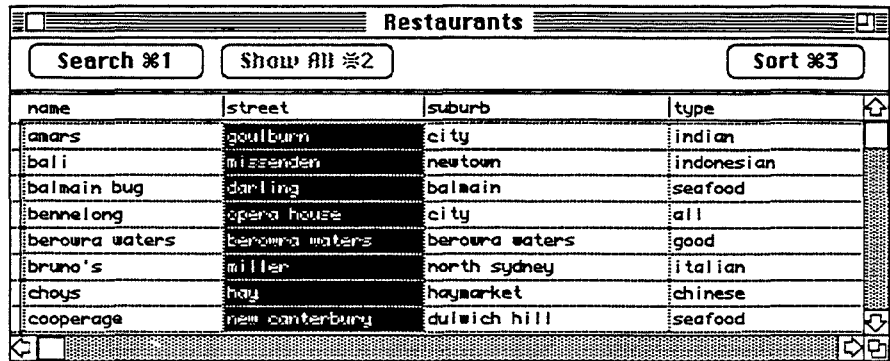
Gutter

Restaurants			
Search %1		Show All %2	Sort %3
name	street	suburb	type
amars	goulburn	city	indian
ball	missenden	newtown	indonesian
balmain bug	darling	balmain	seafood
benneelong	opera house	city	all
berowra waters	berowra waters	berowra waters	good
bruno's	millar	north sydney	italian
choys	hay	haymarket	chinese
cooperage	new canterbury	dulwich hill	seafood

The whole row will be selected and can be copied, moved or deleted using Cut, Copy and Paste from the Edit menu as you did when editing a single cell.

To select a whole column:

- Click on the title rectangle of the column that you want to select. The column will be selected and can be copied, moved or deleted using Cut, Copy and Paste from the Edit menu as you did when editing a single cell.



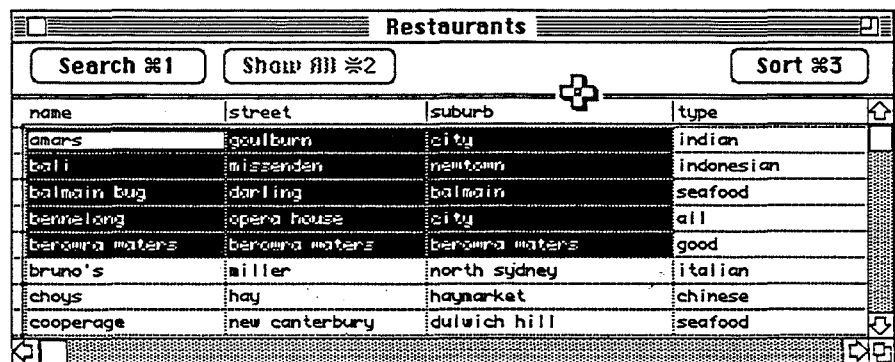
name	street	suburb	type
amars	goulburn	city	indian
bali	missenden	newtown	indonesian
balmain bug	darling	balmain	seafood
bennelong	opera house	city	all
berowra waters	berowra waters	berowra waters	good
bruno's	millar	north sydney	italian
choys	hay	haymarket	chinese
cooperage	new canterbury	dulwich hill	seafood

## Editing more than one cell

For groups of cells to be edited, copied, cut or pasted they must be selected. This is done by using the mouse in conjunction with the shift or option keys.

To select a block of cells using the shift key:

- Hold down the shift key and click on the cell at the corner of the group of cells that you want to select.



name	street	suburb	type
amars	goulburn	city	indian
bali	missenden	newtown	indonesian
balmain bug	darling	balmain	seafood
bennelong	opera house	city	all
berowra waters	berowra waters	berowra waters	good
bruno's	millar	north sydney	italian
choys	hay	haymarket	chinese
cooperage	new canterbury	dulwich hill	seafood

- Still holding down the shift key, move across the block of cells and click on the cell at the opposite corner:

All the cells in the block bounded by the original anchor cell and the second cell that you clicked on will be selected. If you click on another cell, a different block, bounded by that cell and your original anchor, will be selected.

To select a group of cells using the option key:

- Hold down the option key and click on the cell at the corner of the group that you want to select.

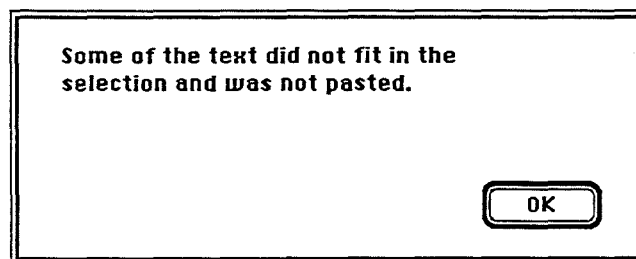
- Still holding down the option key, drag the mouse across the cells that you want to select.

All the cells that lie in the rectangle between the original anchor and the cell you have dragged the mouse to will be selected.

When you have selected the desired group of cells using either method, you can cut, copy and paste them as you did single cells and rows and columns using the commands from the Edit menu.

## Pasting rectangular selections

Pasting rectangular selections is treated somewhat specially. When the text on the clipboard consists of more than one row or column, you **must** first select, using one or other of the techniques described above, the rectangle of cells into which it is to be pasted. **No text will be pasted into cells outside the selected area.** If the text on the clipboard constitutes a larger rectangle than you have selected, then MacList will paste the text that fits within the selected rectangle and warn you that some text did not fit—



## Getting rid of unwanted columns

MacList	
About MacList...	
New	%N
Open...	%O
Save	%S
Save as...	%A
Page Setup...	
Print...	%P
Import...	%I
Export...	
New Row	
New Column	%K
Column Format...	%F
Delete Column	
Delete Row	

The Delete Column command from the MacList menu will delete every column that intersects the selection.

- Click anywhere on the column that you want to delete.

- Choose Delete Column from the MacList menu.

As you release the Delete Column command, you will notice an alert box (shown below) on your screen which allows you to go back and not delete the column. This also occurs with Delete Row.

If you choose to delete the column, the entire column, including all the entries and the column title, will disappear.

## Getting rid of unwanted rows

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘A
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Set Reminder...	
Remember settings	
Quit	⌘Q

The Delete Row command from the MacList menu will delete every row in which some cell is selected.

- Click anywhere on the row that you want to delete.

- Choose Delete Row from the MacList menu.

As you release the Delete Row command you will get an alert box asking if you are sure you want to delete the row. If so, the entire row of entries will disappear.

## Changing the format of a column

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘A
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Set Reminder...	
Remember settings	
Quit	⌘Q

Choose Column Format from the MacList menu to change the way your list is set out. The command will affect the entire column containing a selection, that is, the entire vertical column. The Column Format dialog lets you specify whether the text in the column is to be left aligned, centred or right aligned in relation to the column dividers.

It also defines the column as text or numeric. This does not make any difference to the appearance of your list, but is important when the Sort command is used/selected. MacList needs to know whether a column is text or numeric if it is to sort them properly. If the wrong type of column is specified, it will not be correctly sorted.

- Choose Column Format from the MacList menu.

The Column Format dialog will appear.

Alignment	<input checked="" type="radio"/> Left	<input type="radio"/> Centre	<input type="radio"/> Right
Column type	<input checked="" type="radio"/> Text	<input type="radio"/> Numeric	
<div>OK</div> <div>Cancel</div>			

- Click on one of the buttons — left aligned, centred or right aligned — to choose the format of the column.

- Click on Text or Numeric to describe the entries in the column.

- Click on OK.

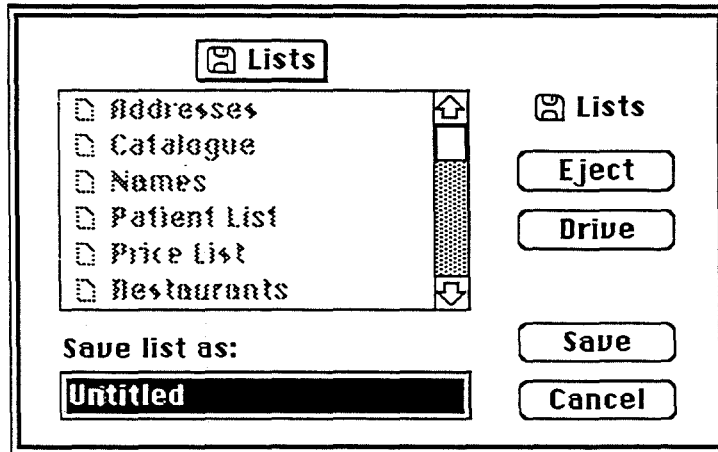
You will return to your list and the entries will be arranged according to the format you have chosen.

# Saving a list

MacList	
About MacList...	
New	%N
Open...	%O
Save	%S
Save as...	%A
Page Setup...	
Print...	%P
Import...	%I
Export...	
New Row	%R
New Column	%K
Column Format...	%F
Delete Column	
Delete Row	
Typestyle...	%T
Calculate total	%=
Dial telephone...	%D
Set Reminder...	
Remember settings	
Quit	%Q

- To save a list, choose Save from the MacList menu.

If you have not previously saved the list the Save dialog will appear.



- Type in the name of the list.

- Click on Drive if you want to save the list on the disk in the other drive of your machine.

- Click on Eject if you want to eject the disk and insert another.

- Click on Save.

Once you have named the list and saved it, the name will appear at the top of the window, replacing 'MacList'. Remember to save frequently to protect your work. The more often you save, the less chance you have of losing valuable time and information.

## The Save As command

MacList	
About MacList...	
New	%N
Open...	%O
Save	%S
Save as...	%A
Page Setup...	
Print...	%P
Import...	%I
Export...	
New Row	%R
New Column	%K
Column Format...	%F

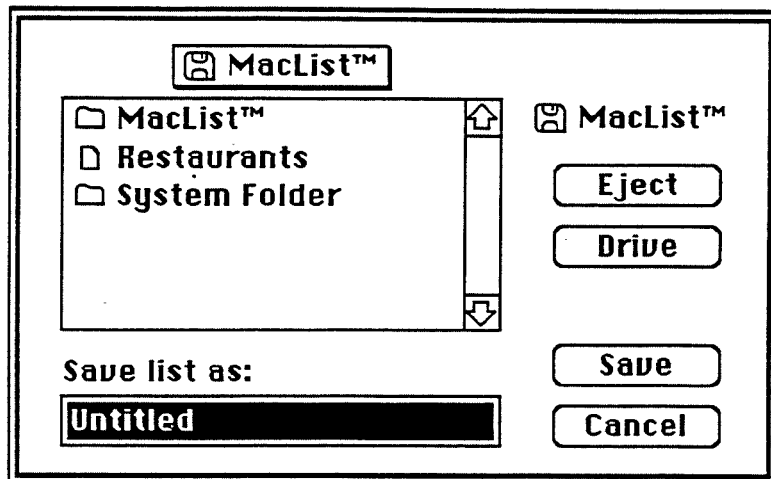
You can do a number of different things with the Save As command. You can use it make a backup copy of your work, or save your list with another name, or save it onto a different disk.

- Choose Save As from the MacList menu.

A dialog will appear, showing the current name of the list.

You can edit the list name then choose to save it onto the same disk, or click on Eject and insert another disk, or Drive to save it onto the other disk in your machine.

- Click on Save.



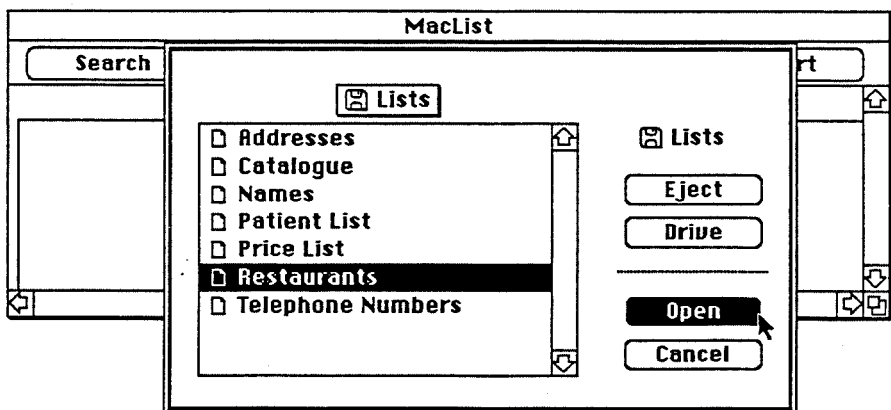
## Opening a saved list

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘R
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Set Reminder...	
Remember settings	
Quit	⌘Q

If you are not already using MacList, choose MacList from the Apple menu.

•To open a saved list, choose Open from the MacList menu.

The Open dialog appears showing the contents of your disks.



•Click on the name of the list you want to open to select it and click on Open, or simply double-click on the name of the list. The saved list will appear in the MacList window.

You also have the option to eject the disk currently in the machine and insert one containing the desired list or look at the contents of the disk in your other drive.

# Searching

## What is searching?

Searching lets you locate particular pieces of information in your list. You can find any rows about a particular subject, or locate any rows that fit one or more criteria.

MacList will show only the rows that match given search criteria. If an entry begins with or contains the text you have specified in the search, it will be found by the search. For example, if your search entry in a 'suburb' column is 'city', MacList will show all the rows containing suburb entries that start with or contain 'city'.

Because you choose the columns that you want to search, you can search in different ways. You can make a very specific search to locate a particular row if you specify the contents of several or all of the columns, or you can search more generally to find any entries that fit a single criterion.

## Doing a search

- Click on the Search button at the top of the MacList window or type command-1.

The Search dialog appears. By default, the Match in any column checkbox is on, and all the entries in the left hand column of the list are "[Any column]".

You should leave the checkbox on if you want to match with data regardless of what column it occurs in.

*Example: You may have a list containing work and home addresses, and wish to send a letter to anyone who lives OR works in a particular suburb, say Randwick. In this case, you want to find entries containing Randwick in either column.*

If you click on the Match in any column checkbox so that it is unchecked, the names of the columns appear in the left hand column of the list. You should do this if you want to match only entries in which the data occurs in the specified column.

Example: You may have a list containing work and home addresses, and wish to send a letter to anyone who lives in a particular suburb, say Randwick, but not to those who only work there. In this case, you want to find only those entries containing Randwick in the "Home suburb" column.

To specify the data to match with—

- Select an entry in the right hand column of the list—if you want to match with a particular column, select the entry next to that column name.

- Type the text you want to match.

The text appears in both the text entry box at the bottom of the dialog, and in the selected cell. You may edit the text in the text entry box.

If you want to enter the same text in another empty cell, select that cell and click the Enter button.

(add a picture here matching the examples).

- Click on the 'Begins with' or 'Contains' radio button to choose how you want the search to be made.

If 'Begins with' is selected, only those cells where the text to be matched occurs at the start of the cell will be found.

*Example: "Australia" will match "Australian" and "Australian Airlines" but not "South Australia" or "(1) Australia".*

*If 'Contains' is selected, those cells in which the text to be matched occurs anywhere will be found.*

*Example: "Australia" will match all of "Australian", "Australian Airlines", "South Australia" and "(1) Australia".*

- Click on the Search button (or press the Return key).

---

You can edit or sort these entries as you wish. If you do a sort, the entire list is sorted even though only some of it appears on the screen.

To return to your complete list:

Either

- **Click on the Show all button in the MacList window.**

OR

- **Type command-2**

OR

- **Click on the search button again.**

The search dialog will appear.

- **Click on Show All and all the entries will be shown.**
- **Click on the Cancel button.**

MacList remembers your search entries, so that when the Search dialog appears, it contains your last search entry.

The MacList window will now show only the entries that correspond to your search.

# Sorting lists

## What is sorting?

When you sort a list, MacList puts its contents in a given order. You can put the list in order alphabetically or numerically depending on whether the entries are text or numbers. You can also specify which direction that they will be sorted in.

Sorting a list groups together items of information that have something in common. This makes the list easier to read and understand. The same list can be sorted in different ways, depending on which part of it you want to emphasise.

Sorting always sorts the entire list. For a list to be sorted properly, it must be correctly described as text or numeric in the Column Format dialog.

**Note:** MacList now correctly sorts decimal numbers in numeric columns.

## Sorting a single column

- Before starting your sort, make sure that the columns that you want to sort are correctly described as text or numeric in the Column Format dialog.
- Click on the Sort button at the top right of the MacList window, or press command-3.

The sort dialog appears.

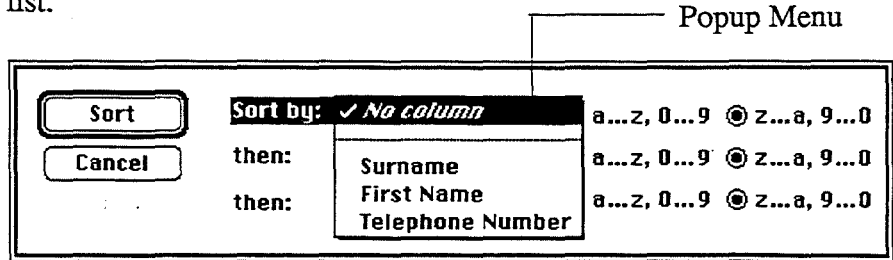
The popup menus allow you to specify which columns to base the sort on.

Popup Menus

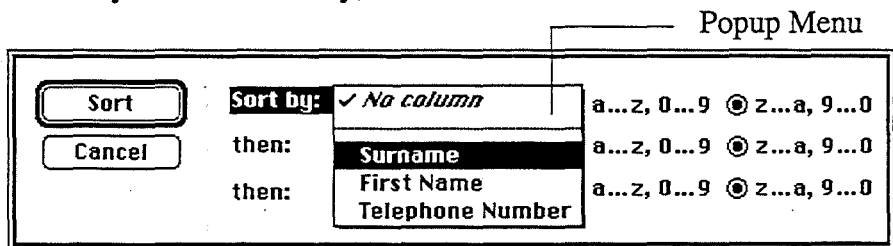
Sort	Sort by:	No column	<input type="radio"/> a...z, 0...9	<input checked="" type="radio"/> z...a, 9...0
Cancel	then:	No column	<input type="radio"/> a...z, 0...9	<input checked="" type="radio"/> z...a, 9...0
	then:	No column	<input type="radio"/> a...z, 0...9	<input checked="" type="radio"/> z...a, 9...0

- Click on the topmost popup menu box.

A popup menu appears, containing the names of all the columns in the list.



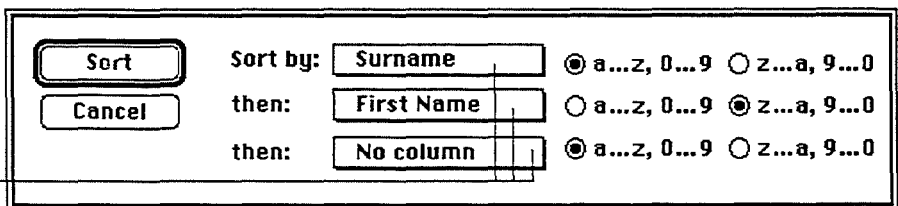
- Move the mouse so that the pointer is positioned over the name of the column you wish to sort by, and that item is selected.



- Release the mouse button.

The name of the selected column appears in the popup box.

Popup Menus



- Click on the Sort button and MacList will start the sort.

While MacList is sorting, the 'Sorting...' alert will be on the screen.

When MacList has finished sorting, the list reappears in its new order.

## Sorting more than one column

*Example: Suppose you have a list with columns for surname, first name and telephone number.*

Surname	First Name	Telephone Number
Jones	Reginald	(123) 456-7890
Smith	Alfred	(123) 456-7890
Jones	Betsy	(123) 456-7890
Sisula	Walter	(123) 456-7890
Jones	Aurelia	(123) 456-7890
Jones	Alfred	(123) 456-7890

*Simply sorting this by surname does not re-order the list as you want it—the Jones are randomly arranged:*

Surname	First Name	Telephone Number
Jones	Reginald	(123) 456-7890
Jones	Betsy	(123) 456-7890
Jones	Aurelia	(123) 456-7890
Jones	Alfred	(123) 456-7890
Sisula	Walter	(123) 456-7890
Smith	Alfred	(123) 456-7890

*However, MacList enables you to achieve the desired result, that is the list is arranged alphabetically by surname, but when there are two or more entries with the same surname, they are arranged alphabetically by First Name:*

Surname	First Name	Telephone Number
Jones	Alfred	(123) 456-7890
Jones	Aurelia	(123) 456-7890
Jones	Betsy	(123) 456-7890
Jones	Reginald	(123) 456-7890
Sisula	Walter	(123) 456-7890
Smith	Alfred	(123) 456-7890

To perform such a sort, follow these steps:

- Before starting your sort, make sure that the columns that you want to sort are correctly described as text or numeric in the Column Format dialog.
- Click on the Sort button at the top right of the MacList window.
- Click on the topmost popup box and follow the procedure described above to specify the first column sort on.

Example: In the example above, this would be the Surname column.

- Click on the second popup box to specify the second column to sort on—this specifies the way that entries which have the same text in the first sort column will be sorted.

Example: In the example above, this would be the First Name column.

Sort
Cancel

Sort by: Surname
☒ a...z, 0...9
☐ z...a, 9...0

then: No column
☐ a...z, 0...9
☐ z...a, 9...0

then: Surname
First Name
Telephone Number
☐ a...z, 0...9
☐ z...a, 9...0

- Click on the Sort button and MacList will start the sort.

While MacList is sorting, the 'Sorting...' alert will be on the screen.

When MacList has finished sorting, the list reappears in its new order.

**Example:** The result is:

Surname	First Name	Telephone Number
Jones	Alfred	(123) 456-7890
Jones	Aurelia	(123) 456-7890
Jones	Betsy	(123) 456-7890
Jones	Reginald	(123) 456-7890
Sisula	Walter	(123) 456-7890
Smith	Alfred	(123) 456-7890

*The Surname column is now in alphabetical order: Where the entries in that column are the same, they are sorted by the First Name.*

## Specifying the sort order

You may not always want to sort the entries alphabetically or in increasing numeric order, but may want reverse alphabetic or descending numeric order.

**Example:** You may use MacList to store examination results for your class. To determine the rank ordering, you wish to sort the list in descending order of marks.

Name	Mark
Cavaradossi	74
Scarpia	23
Pinkerton	12
Liu	95
Calaf	67
Schaunard	78
Turandot	55
Cio-Cio San	81

Name	Mark
Liu	95
Cio-Cio San	81
Schaunard	78
Cavaradossi	74
Calaf	67
Turandot	55
Scarpia	23
Pinkerton	12

To do this —

- Before starting your sort, make sure that the columns that you want to sort are correctly described as text or numeric in the Column Format dialog.

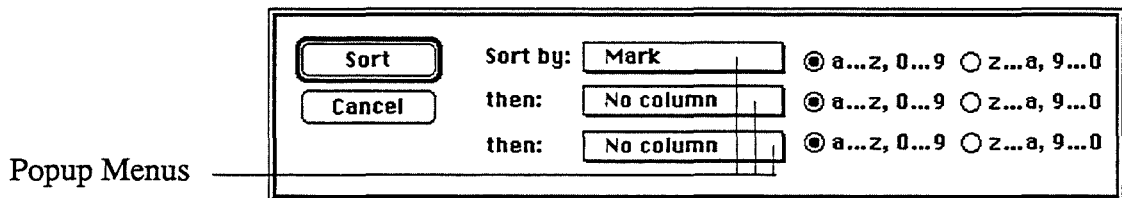
- Click on the Sort button at the top right of the MacList window.

- Click on the topmost popup box and follow the procedure described above to specify the first column sort on.

*Example: In the example above, this would be the Surname column.*

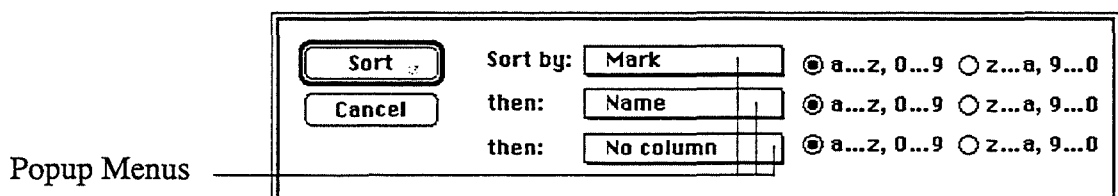
- Click on the z..a, 9..0 radio button next to the topmost popup box.

This tells MacList to reverse the usual order of sorting when sorting this column.



- Click on the Sort button and MacList will start the sort.

*You can do this in conjunction with sorting on more than one field. Thus, specifying a sort with the options below:*



*will sort the list in decreasing order of Mark, but when two or more students have the same mark, they will appear in the list in alphabetical order.*

## More about sorting

You may have noticed an item in the popup menus called “No Column”. This is used when you have specified a column to use in the sort, but have changed your mind and no longer wish to use it.

*Example: You followed the last example, and prepared to sort on Mark (descending), then on Name (ascending). Then you decide that you would prefer to sort on Mark alone (it is faster to sort on one column only). To remove Name from the sort, click on the second*

---

*popup menu box, and select "No column" from the menu.*

If the result of a search is currently being displayed, the entire list will be sorted, and the result of the search will now be displayed in the new order.

MacList remembers the way the list is currently sorted. When you press the Sort button, it will show you which columns are sorted, what order they are sorted in and which direction, ascending or descending.

When a new entry is added to a sorted list, it may be inserted wherever you wish. This may mean that the order of the entries in the window does not correspond to the sorting columns. MacList will forget the sorting columns in this case, and the list can be re-sorted to order the entries correctly.

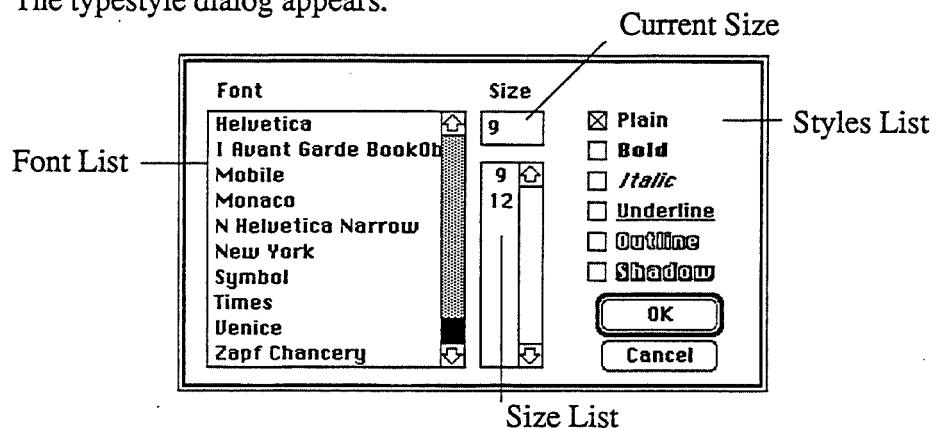
# Typestyle

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘R
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Set Reminder...	
Remember settings	
Quit	⌘Q

You can use this command to set the Font, Size and Style of text in the list, as it is displayed on the screen and as it is printed.

**Note:** This affects the whole list—you cannot specify separate Fonts, Sizes or Styles for each column or cell.

- Choose Typestyle... from the MacList menu, or press command-T. The typestyle dialog appears.



The current font is selected in the Font list at the left hand side of the dialog.

The current size is displayed in the text entry box in the centre of the dialog, above the Size list, which shows all the sizes of the current font which are available. The current size is selected.

At the right hand side of the dialog are checkboxes showing the current Style that text is displayed in.

- To change Font, select (by clicking with the mouse) a different font name in the Font list.  
The contents of the Size list will change to show the sizes of that new font which are available.
- To change Size, either type the new size on the text entry box, or select a different size in the Size list.
- To change the Style of displayed text, click on the checkbox corresponding to the desired attribute.  
(Clicking on Plain turns off all other attributes).
- When you have finished changing the Typestyle, click on OK if you want to accept the changes you have made, or Cancel if you want to forget them.
- If you want the new Typestyle settings to apply to all newly created lists, choose Remember settings from the MacList menu.

# Calculate total

By selecting the "Calculate total" option in the MacList menu (or press Command-=) you can use this command to calculate the total of any rectangular group of cells. They need not be specified as numeric columns.

## Total of a column

To calculate the total of all the entries in a column

- Click in the column title.

The whole column is selected.

Name	Mark
Liù	95
Cio-Cio San	81
Schaunard	78
Cavaradossi	74
Calaf	67
Turandot	55
Scarpia	23
Pinkerton	12

Selected area to be calculated

- Select Calculate total from the MacList menu, or press command-=.

The total is displayed in a dialog box, and is placed on the clipboard, ready for you to paste into a cell, or into another application.

The total of the selected entries is 485.

OK

Your total from the calculation is shown in this window

MacList does *not* attempt to include the column title in the total, even if it contains a number.

## Total of a rectangular selection

You can also use MacList to calculate the totals of all the rows or of all the columns in a rectangular selection.

- Select the cells you want totalled.

Use the option-click or shift-click techniques described above.

Month	Widgets	Gadgets	Total
January	12	123	
February	23	546	
March	45	532	
April	2	455	
May	18	567	
June	9	34	
July	22	657	
August	16	765	
September	4	356	
October	27	753	
November	32	876	
December	2	782	
Totals			

- Select Calculate total from the MacList menu, or press command-=.

A dialog appears, asking you whether you want to know the totals of the columns, or of the rows.

Calculate the totals of the columns or of the rows in the selection?

Columns

Rows

Cancel

- Click the appropriate button.

*Example: If you want to know how many widgets and (separately) how many gadgets were sold in the entire year, then click Columns; if you want to know the total number (widgets + gadgets) of things sold in each month, then click Rows. If you don't want to calculate anything, click Cancel.*

An alert appears to inform you that the calculation has been made:

The totals of the selected columns have been placed on the Clipboard.

OK

The totals of the selected rows have been placed on the Clipboard.

OK

There are two ways of seeing the totals

- Use the “Show Clipboard” command in the application you are using. Most applications have this command: the Finder has it in the edit menu.

- Paste the totals into MacList or some other application.

The next section explains how to paste totals into MacList.

## Pasting results of calculations into MacList

The result of Calculate total placed on the clipboard is a rectangular selection, and so to paste it back into MacList, you must select a rectangular region of the same shape. If you are not sure of how to do this, see the section **Using Copy and Paste** on page 39.

The result of calculating by columns is a row with as many columns in the initial selection. You must select such a region before pasting.

*Example: If you have calculated the total number of widgets and gadgets sold in the past year, then the result is a row with two columns—one for the total number of widgets and the other for the total number of gadgets. Prepare an area at least two columns wide for the totals, by shift-clicking or option-clicking:*

Month	Widgets	Gadgets	Total
January	12	123	
February	23	545	
March	45	532	
April	2	455	
May	18	567	
June	9	34	
July	22	657	
August	16	765	
September	4	355	
October	27	753	
November	32	875	
December	2	782	
Total			

The cells are selected so that the information can be pasted into them

Month	Widgets	Gadgets	Total
January	12	123	
February	23	546	
March	45	532	
April	2	455	
May	18	567	
June	9	34	
July	22	657	
August	16	765	
September	4	356	
October	27	753	
November	32	876	
December	2	782	
Total	212	6445	

The results are pasted into the cells from the clipboard

The result of calculating by rows is a column with as many entries as there were entries in the initial selection. You must select such a region before pasting.

*Example: If you have calculated the total number of widgets plus gadgets sold in each month, then the result is a column with twelve rows—one for each month. Prepare an area at least twelve entries high for the totals, by shift-clicking or option-clicking:*

Month	Widgets	Gadgets	Total
January	12	123	
February	23	546	
March	45	532	
April	2	455	
May	18	567	
June	9	34	
July	22	657	
August	16	765	
September	4	356	
October	27	753	
November	32	876	
December	2	782	
Total			

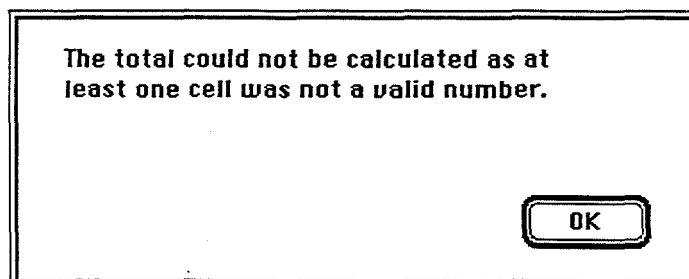
The cells are selected so that the totals can be pasted in

Month	Widgets	Gadgets	Total
January	12	123	135
February	23	546	
March	45	532	
April	2	455	
May	18	567	
June	9	34	
July	22	657	
August	16	765	
September	4	356	
October	27	753	
November	32	876	
December	2	782	
Total			

The results are printed into the selected cells

## More about Calculate total

MacList cannot calculate the total of a group of cells if any of them contain non-numeric information. If this occurs, you will be warned with the message:



MacList decides how many decimal places to use in displaying the total by examining the numbers it has been asked to calculate. It finds the largest number of figures after the decimal place in all those numbers it is asked to total, and displays that many.

## Dial telephone...

MacList		
About MacList...		
New		⌘N
Open...		⌘O
Save		⌘S
Save as...		⌘A
Page Setup...		
Print...		⌘P
Import...		⌘I
Export...		
New Row		⌘R
New Column		⌘K
Column Format...		⌘F
Delete Column		
Delete Row		
Typestyle...		⌘T
Calculate total		⌘=
Dial telephone...		⌘D
Set Reminder...		
Remember settings		
Quit		⌘Q

You can use this command to dial the telephone if you have a modem attached to your Macintosh. This command is useful if you use MacList to store addresses and telephone numbers, because after selecting the number you want to dial, it takes only two keystrokes to dial it.

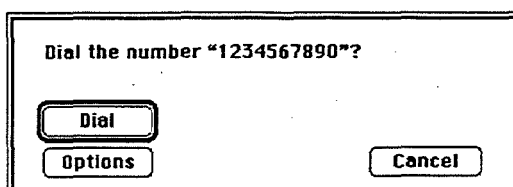
*Note: You must have a modem connected to your Macintosh, through the Modem or Printer ports for this command to work.*

- Select the cell containing the number you want to dial.

Surname	First Name	Telephone Number
Jones	Alfred	(123) 456-7890
Jones	Aurelia	(123) 456-7890
Jones	Betsy	(123) 456-7890
Jones	Reginald	(123) 456-7890
Sisula	Walter	(123) 456-7890
Smith	Alfred	(123) 456-7890

- Select Dial telephone... from the MacList menu, or press command-D.

A dialog appears asking you to confirm that you want to dial the number.



If the number is correct, and you have configured MacList to dial correctly, click the Dial button, or press return.

- If the number is incorrect, or you have not yet configured MacList, click the Options button.

The Modem Options dialog appears. See below.

- If you do not want to dial the telephone at all, click the Cancel button.

## Setting Modem Options

This dialog is activated by selecting Options in the Dial telephone... dialog.

Cell contents	(123) 456-7890
Dialing prefix	ATDP
Characters allowed in phone number	0123456789,ATDP
Modem speed	<input type="radio"/> 300 <input type="radio"/> 1200 <input checked="" type="radio"/> 2400 <input type="radio"/> 4800 <input type="radio"/> 9600
Modem is connected to	<input checked="" type="radio"/> Modem port <input type="radio"/> Printer port
Local prefix	0011612
Text to send to modem	ATDP1234567890
<input type="button" value="Dial"/> <input type="button" value="Cancel"/>	

- The Cell contents box shows the contents of the selected cell. It cannot be modified here.

- The Dialing prefix box shows the string prefixed to all numbers sent to the modem. It should therefore be the command telling the modem to dial the number that follows.

MacList defaults to using the industry standard 'AT' command-set prefix for dialing, i.e. "ATD". You can change this by typing in this text box. Consult the manual that came with your modem to find out what the dialing command is for your modem.

- The "Characters allowed in the phone number" box shows the characters that MacList will allow to go to the modem.

The default is to pass all digits (0-9), the characters 'A', 'T', 'D' and 'P' because they are used in the 'AT' command-set for dialing commands, and the character ',' (comma) because it has a special place in dialing commands in the 'AT' command set. If your modem understands other characters, then you should add these to this list.

MacList allows only these characters to pass to the modem, so that in your list you may store a number as "(555) 456-5626", even though your modem does not understand '(', ')', or '-' — MacList will strip these characters from the number before dialing if they do not appear in the Characters allowed in phone number text box.

- **The Modem speed radio buttons are used to set the speed at which the dialing command is sent to the modem.**

Consult the manual that came with your modem to find out at what speeds your modem can accept data.

- **The Modem is connected to radio buttons allow you to select which port the modem is connected to.**

Consult your Macintosh User's Guide or the manual that came with your modem for details on this.

- **The Local prefix text box shows a string which will be removed from any phone number MacList attempts to dial.**

*Example: If the local prefix is "666" and the number to be dialled is "(555) 123 7687" MacList will attempt to dial "555 123 7687". If the local prefix is "555" then MacList will attempt to dial "123 7687".*

This feature is useful if you regularly move from one phone area to another. If in your telephone number list you leave off the prefix for all phone numbers in one zone (say 555), then when you move to another zone (say 666), you will have to type in the 555 every time you go to make a call.

With this feature, you include the prefix on every number in the list, and simply change the local prefix when you change phone areas. This way, you will never dial an unnecessary prefix, and will not have to manually insert a prefix you left off.

- **The Text to send to modem text box shows what MacList calculates to be the appropriate string to send to the modem.**

If this is incorrect, you can edit the text boxes above to change the dialing command, the characters allowed in phone numbers or the local prefix. Alternatively, you can directly edit the text in this box.

## Dialing the phone

When you have finished setting the options for the modem, and you want to dial the telephone,

- **Click the Dial button, or press return**

If you click Cancel, the changes to the options will be forgotten, and the telephone will not be dialed.

## Saving the Modem options

To save the options you have set for the modem:

- Select Remember settings from the MacList menu.

## Set Reminder...

*You should borrow the text for the most part from the Appointment Diary documentation, for the sake of cross product line consistency.*

The major differences are

1. The text for the reminder comes from the selected cells (but only those in the first selected row).
2. The reminder is set for today's date if none appears at the start of the first cell.

## Remember settings

“Remember settings” causes the Typestyle and Dial Telephone settings to be stored in a MacList Preferences file in your System Folder.

- Use this command if you want the current Font, Size and Style to be used for all lists created in the future.
- Use this command when you have set up the Dial Telephone options (cross reference) to work with your modem. This will save you from having to configure the connection every time you wish to dial the telephone.

## Transferring lists to and from other programs

The Import and Export commands from the MacList menu allow you to transfer data from other sources into and out of MacList. Any data you already have in another form can be kept as a convenient, accessible list. For example, if you are working with a database and need to consult it regularly, it can be kept conveniently on the screen in MacList instead of having to go in and out of the database application itself. You can sort and search the list, and update it from your original source.

Lists that you create in MacList can also be exported for use in other applications and the Copy and Paste commands from the Edit Menu can also be used to move data to and from lists.

When you export data from MacList, it is saved as a text file with tabs between the columns and a return character at the end of each row. Data that you want to import into MacList needs to be in the form of a text file, also with tabs between the columns and returns at the end of each row.

A 'text file' is a file that contains text data that has not been formatted in any way. That is, it contains only the actual characters, not any instructions about how they are to be organised. Most commonly used programs can read text files and will give you the option of saving the files you have created as text files. Most databases can work with text files; so can word processing programs such as MacWrite and Microsoft Word and spreadsheets such as Microsoft Excel.

## Exporting lists

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘A
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	

- Choose MacList from the Apple menu.

An empty MacList window will appear.

- Choose Open from the MacList menu to open the list that you want to export from.

- Choose Export from the MacList menu.

A dialog appears and asks you to type in the name you want to give to the exported file.

•**Type in a name and click on Save.**

The contents of your MacList file will be saved as a text file with tabs marking the column dividers and returns at the end of each row.

You can access this text file in several ways. You go into an application, such as MacWrite and open the text file as you would a MacWrite document, by choosing Open from the file menu. The contents of your list will appear with tabs marking the column dividers and returns at the end of each row. You can format and save it as you wish.

If you are using an application such as Microsoft Excel or Pagemaker, that can import text, you can import the text file into a document created in that application.

## Importing data into lists

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘R
Page Setup...	
Print...	⌘P
<b>Import...</b>	<b>⌘I</b>
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Set Reminder...	
Remember settings	
Quit	⌘Q

For MacList to read the information you want to import and separate it successfully into columns and rows, the column dividers must be marked in the text file by tabs and the end of each row by a return.

•**Choose MacList from the Apple menu.**

An untitled MacList window will appear.

•**Choose Import from the MacList menu.**

A dialog will appear showing the contents of your disks. Only the names of text files will be shown. If there are no text files on your disks, no file names will be shown. Click on the Drive button to see the contents of the other drive, or click on the Eject button to eject a disk and insert another.

• **Select the file you want to Import and click Open.**

A dialog will appear, asking you whether you wish to use the entries in the first line of data as the names of the columns.

• If you want the entries in the first row of data to be used as the names of the columns, click Yes.

• If you want the entries in the first row of data to form a normal entry in the list, and the column names to be left blank, then click No.

• If you do not want to import the list, then click Cancel.

## Using Copy and Paste

If you don't want to copy an entire list to or from MacList, you can use the Copy and Paste commands from the Edit menu to transfer information between lists or to and from applications. For example, to retain a section of a database on the screen in MacList, select and copy the section you want and paste it into a list.

## Pasting data into MacList.

To paste data from a file created in another application into a new list:

- **Open the file that contains the information that you want to copy.** Make sure that the columns are separated by tabs and the rows by returns.

- **Select the data and copy it.**

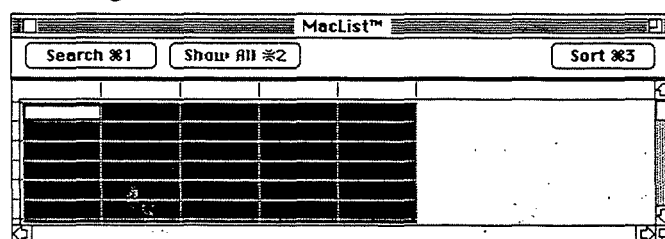
- **Choose MacList from the Apple menu.**

An untitled MacList window will appear.

- **Using New Column and New Row from the MacList menu create as many new columns and rows as you need to accommodate your data**

- **Select these columns and rows.**

To select the columns and rows, hold down the option key and click and drag over them.



- **Choose Paste from the edit menu.**

Your data will appear in the MacList window in columns and rows. Fill in the column titles and edit the list as you wish.

If you did not select enough columns and rows for your data, it will not be properly formatted in MacList and you should go back select the necessary additional cells and try again. To paste data into a saved list:

- **Follow the steps outlined above to find the data you want to copy.**
- **Select and copy it.**

Make sure that the columns are separated by tabs and the rows by returns.

- **Choose MacList from the Apple menu.**

An untitled MacList window will appear.

- **Choose Open from the MacList menu.**

A dialog will appear showing you the contents of your disks.

- **Select the list you want to open and double click on the list name or click the Open button.**

- **If you are adding to the list, use New Column and New Row from the MacList menu to create as many new columns and rows as you need to accommodate your data**

- **Select as many columns and rows as you need to fit your data.**  
If you are adding to the list, select the new rows and columns. If you are replacing information, select the rows and columns that you want to replace. To select the rows and columns, hold down the option key and click and drag over them.

- **Choose Paste from the edit menu.**

Your data will appear in the MacList window in columns and rows. Fill in the column titles and edit the list as you wish.

If you did not select enough columns and rows for your data, it will not be properly formatted in MacList and you should go back and select the necessary additional cells and try again.

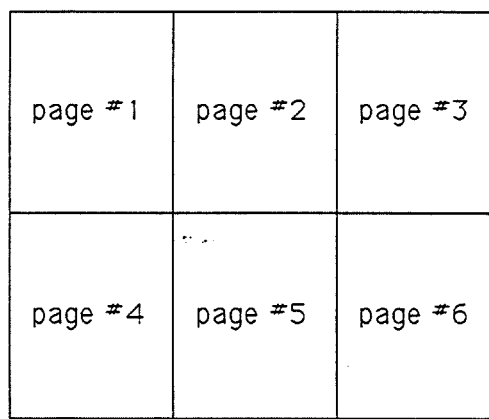
## Copying Data from MacList into other documents

- Open the document that you want to copy data into.
- Choose MacList from the Apple menu.
- Choose Open from the MacList menu and open the list that you want to copy from by following the usual procedure.
- Select the part of your list that you want to copy by holding down the option key and clicking and dragging over the desired rows, or if you want to copy a single cell, click on that cell.
- Click on the application window to make it the active window.
- Position the insertion point at the location in your document where you want the data from MacList to be pasted in.
- Choose Paste from the edit menu.

The text from MacList will be pasted into your other document. The column dividers will be marked by tabs and the end of each row will be marked by a return.

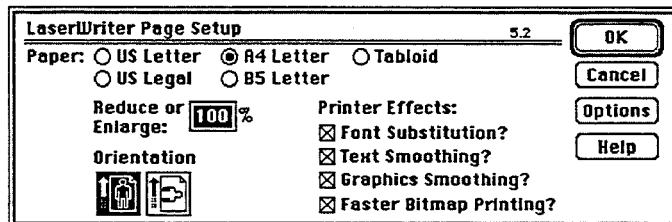
# Printing with MacList

When you have edited and organised your list, you can print the results for easy reference or to retain as an information record. MacList prints lists as they appear on the screen. If the list is wider than a printer page, more pages will be used. If a column does not fit completely onto one page, the remainder of that column will be printed on the next page. The entire width of the list will be printed across, then the length. The order of printing is shown in the following diagram.



•Choose Page Setup from the MacList menu.

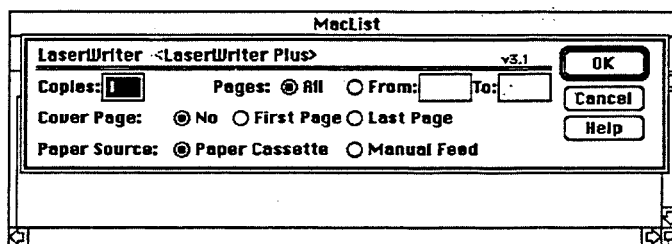
The Page Setup dialog appears.



When you have checked that the page size and margin settings are correct, click OK or press Return.

•Choose Print from the MacList menu.

The standard print dialog appears asking you to specify paper source, the number of copies and the pages to be printed.



When you have done this, click Print or press Return. The 'Printing in progress' alert appears. You can cancel printing by holding down the Command/Apple key, and pressing period (.).

# Closing MacList

## Saving

When you have finished working on a list, save your work.

- Choose Save from the MacList menu.

or

- Choose Save As to save the current version of your work under another name, or to make a backup copy of your list.

## Quitting

MacList	
About MacList...	
New	⌘N
Open...	⌘O
Save	⌘S
Save as...	⌘A
Page Setup...	
Print...	⌘P
Import...	⌘I
Export...	
New Row	⌘R
New Column	⌘K
Column Format...	⌘F
Delete Column	
Delete Row	
Typestyle...	⌘T
Calculate total	⌘=
Dial telephone...	⌘D
Remember settings	
Quit	⌘Q

- Choose Quit from the MacList menu.

The MacList window disappears. You can also close the MacList window by clicking on the close box. You will return to the application you were working in or the Macintosh desktop.

If you do not save your work before choosing Quit or closing the window, an alert will appear asking if you want to save any changes you have made before closing. If you click on 'Yes', your list will be saved. If you click on 'No', the previous saved version of the list will be kept and the changes you have made since then will not be recorded.

If you are working in an application and want to do some work in that application before returning to your list, simply click on the screen outside the MacList window and the list will disappear and you will return to the application window. Instead of closing the MacList window, you have obscured it by making the application window the active window.

When you want to return to your list, just choose MacList from the Apple menu, or click on any visible part of the MacList window to make it the active window and the list will reappear without you having to open it.

# Keyboard shortcuts

As well as the special keys that allow you to move around the MacList window, many of the MacList commands can be accessed from the keyboard by using the command/Apple key in conjunction with another key.

## Arrow keys

<b>left</b>	moves the selection left
<b>right</b>	moves the selection right
<b>up</b>	moves the selection up
<b>down</b>	moves the selection down

## Tab and Shift keys

<b>tab</b>	moves the selection right
<b>shift-tab</b>	moves the selection left
<b>return</b>	moves the selection down
<b>shift-return</b>	moves the selection up

## MacList menu commands with the Command/Apple key

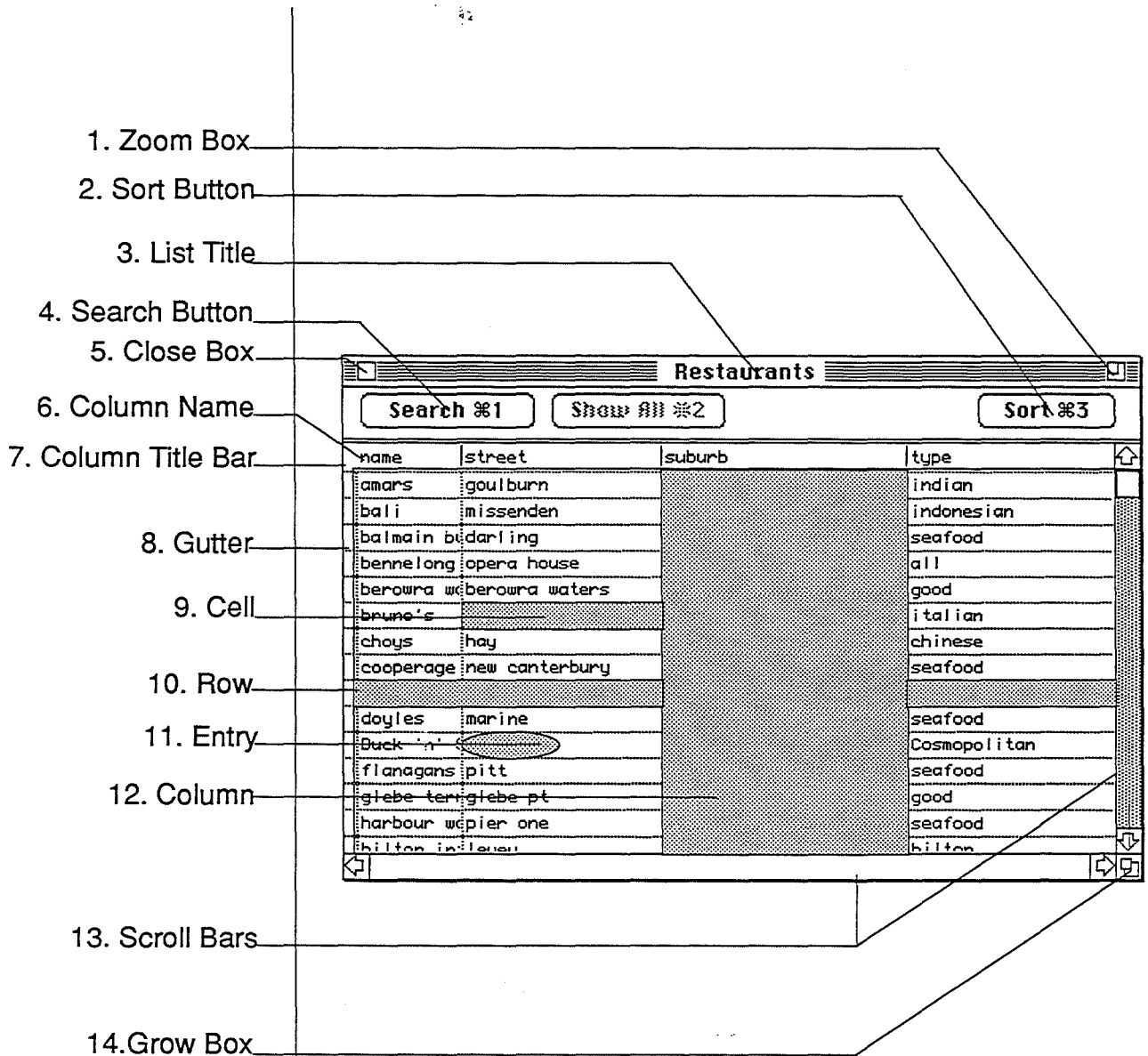
<b>command-N</b>	New
<b>command-O</b>	Open...
<b>command-S</b>	Save
<b>command-A</b>	Save as...
<b>command-P</b>	Print...
<b>command-I</b>	Import
<b>command-R</b>	New Row
<b>command-F</b>	Column Format...
<b>command-K</b>	New Column
<b>command-T</b>	Typestyle...
<b>command-=</b>	Calculate total
<b>command-D</b>	Dial Telephone...
<b>command-1</b>	Search
<b>command-2</b>	Show All
<b>command-3</b>	Sort

## Keyboard shortcuts in dialogs and alerts

In general, typing the first character of the name of a button or checkbox in a dialog while holding down the command (⌘) key as the same effect as clicking that button or checkbox.

# MacList Reference

## The MacList Window



1. Click on the Zoom box to make the MacList window fill the whole screen.
2. Click on the Sort button to start a sort.
4. Click on the Search button to start a search.
5. Click on the Close Box to close a list.
6. Click on the Column Name to select a column.
8. Click in the Gutter to select a row.
14. Click and drag on the Grow Box to change the size of the MacList window

# The MacList Menu

MacList		
About MacList...		
New		⌘N
Open...		⌘O
Save		⌘S
Save as...		⌘R
Page Setup...		
Print...		⌘P
Import...		⌘I
Export...		
New Row		⌘R
New Column		⌘K
Column Format...		⌘F
Delete Column		
Delete Row		
Typestyle...		⌘T
Calculate total		⌘=
Dial telephone...		⌘D
Remember settings		
Quit		⌘Q

## About MacList

Gives you information about MacList and tells you the amount of free memory and the number of columns and rows in a list.

## New

Opens a new MacList window.

## Open...

Displays a dialog box showing all the MacList files that are on a disk. To open a list, click on its name and click Open, or simply double-click on the list name. Click the Eject button to eject the current disk and insert a new one and look at its contents. Click the Drive button to look at the contents of any disk inserted in an additional drive.

## Save

Saves the current list, replacing any previously saved version.

## Save as...

Saves the current version under a new name and gives you the option of saving it onto another disk.

## Page Setup...

Lets you specify the page size and orientation, print options and scale.

## Print...

Allows you to print a list.

## Import...

Allows you to import information stored in text files into MacList.

## Export...

Allows you to export the contents of MacList files into text files that can be transferred into other applications.

## New Column

Adds a new column to your list. If there is no selection, the new column is added to the start of the list. If there is a selection, the new column is added to the right of the current selection.

## New Row

Adds a new row to your list. If there is no selection, the new row is added at the start of the list. If there is a selection, the new row is added below the current selection.

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**Column Format...**

Allows you to specify the way the column will be displayed and the column type. The dialog offers you the choice of left centre and right alignment for column entries, and text or numeric columns. To make sure that a list is sorted properly, it must be correctly described as text or numeric in this dialog.

**Delete Column**

Deletes completely *every* column which is selected in *any* entry selected.

**Delete Entry**

Deletes completely *every* entry which has *any* column selected.

**Typestyle...**

Allows you to specify the Font, Size and Style of text used in displaying and printing lists.

**Calculate total**

Calculates the total of the selected entries and displays the result or places it on the Clipboard.

**Dial Telephone...**

Dials the telephone number in the selected cell. (Only if you have a modem connected to your Macintosh).

**Set Reminder...**

Opens the Smart Alarms Desk Accessory (if installed), and creates a new reminder from the selected cells.

**Remember Settings**

Stores the Typestyle and Dial Telephone options, so that the same ones are used when you next open MacList.

**Quit**

Allows you to close the MacList window and return to your application.